

<b>BOARD OF SUMTER COUNTY COMMISSIONERS PURCHASING POLICIES AND PROCEDURES</b>		<b>SECTION NO: 705</b>
<b>Title: CHANGE ORDER PROCEDURES</b>		
<b>Effective Date: OCTOBER 1, 2008</b>	<b>Amended: NOVEMBER 11, 2009</b>	<b>Page Number: 1 of 1</b>

### Change Orders

In the course of business, it may be necessary to make changes to a Purchase Order. This is accomplished by a Change Order. A user may request a Change Order to any issued Purchase Order for review by the Budget and Purchasing Department. Change Order procedures shall not be used to avoid ANY standard purchasing procedures.

The requesting department must submit a written request for a Change Order for any reason other than a change in freight cost. However, if the original Purchase Order did not include any freight costs, a Change Order will be needed. Also, a Change Order will be needed to correct errors, omissions or discrepancies, cover acceptable cost over-runs or to incorporate requirements to expand or reduce the scope of goods or services ordered. A written Change Order is required when a project has changes to the scope of work, exceeds the number of days for substantial completion or has a change in contract price. Any Change Orders to Purchase Orders must be submitted in writing to the Budget and Purchasing Department on a Change Order Form (See Exhibit A).

[If the final invoice is received and the total expended amount is lower than the approved Purchase Order, the Purchase Order can be closed without a Change Order reducing the Purchase Order amount.](#)

### Change Order Procedures

1. Any Change Order to Purchase Orders must be submitted in writing to the Budget and Purchasing Department on a Change Order Form. (see Exhibit A)
2. The Department Head and Division Director will be required to sign the Change Order form and send it to the Budget and Purchasing Department for review.
3. The Budget and Purchasing Department will review, sign, and then forward the Change Order Form to the County Administrator for signature.
4. [The County Administrator shall have the authority to approve any Change Order that does not cause the total purchase price \(original Purchase Order plus all Change Orders\) to exceed \\$25,000.00. If the total purchase price exceeds \\$25,000.00, in accordance with Section 702 of this policy, the Change Order must be approved by the Board of Sumter County Commissioners.](#)

5. If the Change Order must be approved by the Board of Sumter County Commissioners, an agenda item will be prepared by the Budget and Purchasing Department for the next available Board of Sumter County Commissioners meeting.
6. Once the Change Order Form is properly approved, the Budget and Purchasing Department will distribute the fully executed Change Order to the requesting department. The requesting department will be responsible for submitting the Change Order to the vendor and to the Clerk's Finance Office.